# FIRST TIME USER ACCESS INSTRUCTIONS FOR ONLINE MODULE TESTING

New employees are now required to take the Colorado WIC Level I module tests online. This transition to an online hosted testing environment will create a more seamless testing process while saving State and Local staff time and paper.
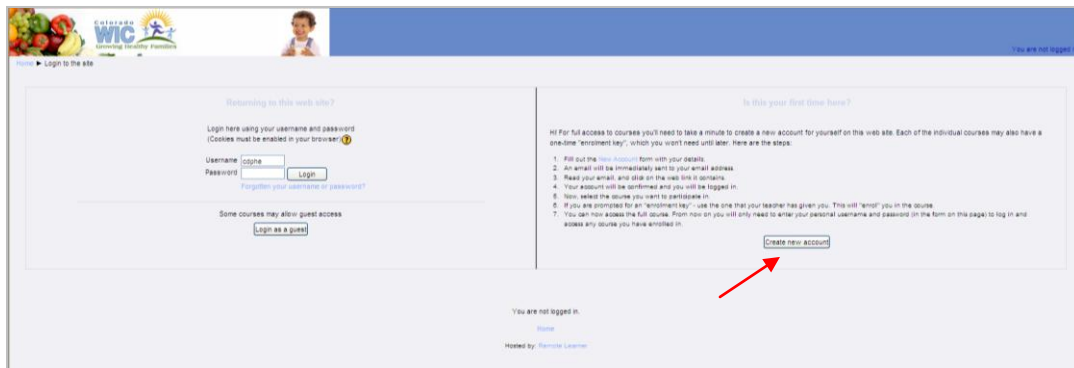
Below are instructions to help you set up and complete the testing portion of your modules:

I. **Accessing the online testing website**
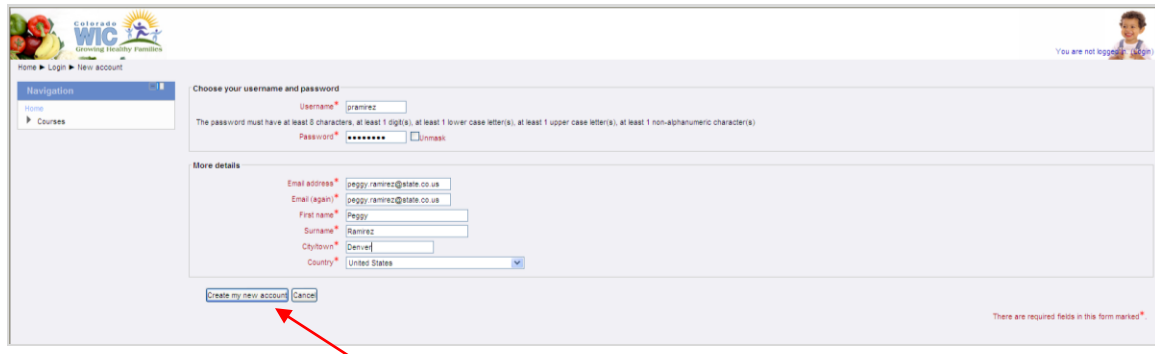   1. Go to www.cowiconline.org
   2. Select the module test to enroll in the course
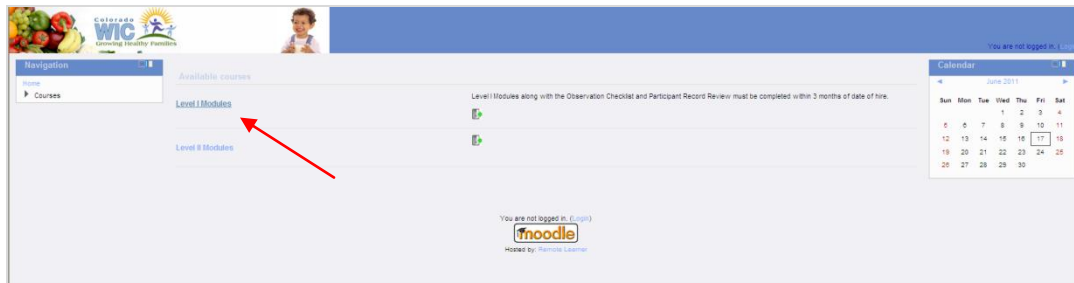
   3. You will be taken to a log in page. Click "Create new account" on the right side of the page under "Is this your first time here?"
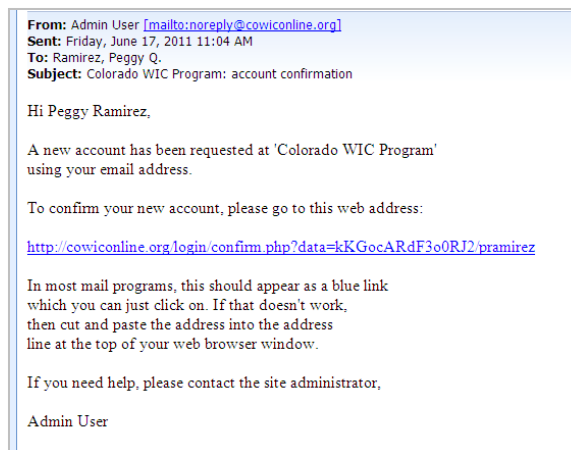
4. Complete the mandatory fields as outlined on the page and select "Create my new account".
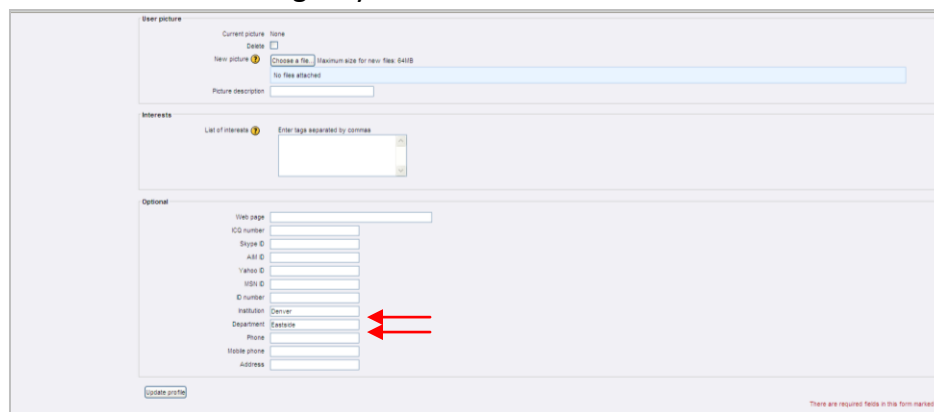

5. You will receive an email to the address you provided. Select the link included in the email to confirm your new account and be logged in.

6. Once you are logged in, select "My profile settings" under the "Settings" bar on the left side of the page.
7. Select "Edit Profile" from the drop down options. You should see the mandatory information you populated to create your account. Scroll to the bottom of the page to the section titled "Optional".
8. For "Institution" and "Department", complete the boxes as follows.
   - Institution: YOUR AGENCY
    - Department: YOUR CLINIC

    This information is VERY IMPORTANT and will be used to record your score on the Agency and Clinic level.

II.   **Accessing the online course**
1. After selecting "Update Profile", you will be taken to a general user account page. Select "Home" on the top left corner of the page. This will take you to your course selection option to get started.
2. Select the module level you wish to take followed by the "Enrol me" button. A list of the available tests will appear on the following window. You must pass all module tests to complete the level. You are required to obtain a grade of 90% or higher to pass a module.
3. Select the test and begin the exam by clicking "Attempt quiz now" on the following page. You have 3 attempts to complete the test.

4. You will be able to review your score by selecting:
   → "My Courses" on the left side of the page under the blue "Navigation" bar
   → A list of your enrolled courses will appear. Select the course you wish to review.
   → A "Course Administration" tab will appear under the blue "Settings" bar.
   → Select the subcategory "Grades".
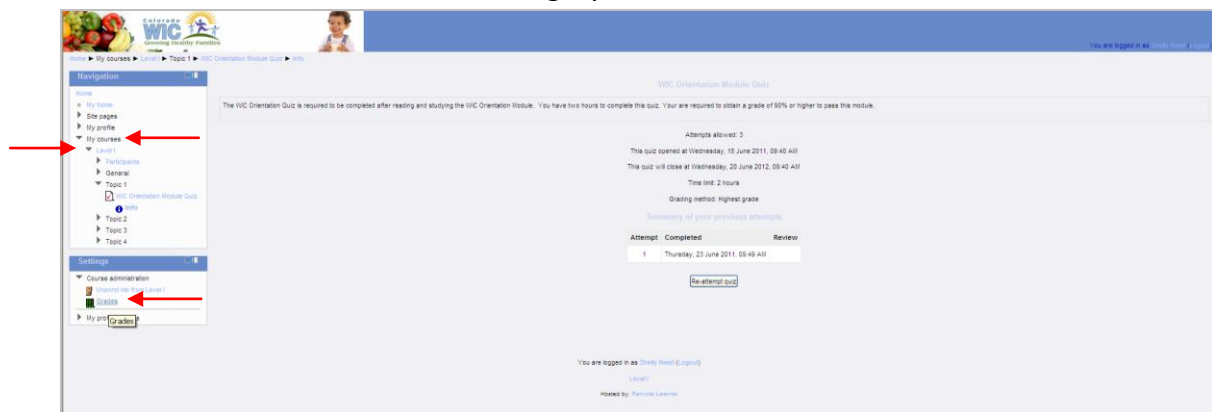
**Note:** the system usually requires a few minutes for the test score to appear. If you did not pass, you have the option of taking the test again until you reach your maximum allowable attempts.

5. Once you have passed all courses within a module, you will be able to print a certificate of completion. You can access your certificate by selecting:
   → "My Courses" on the left side of the page under the blue "Navigation" bar

→ A list of your enrolled courses will appear. At the bottom of the list of courses, you should see "Level __Module Certificate of Completion".
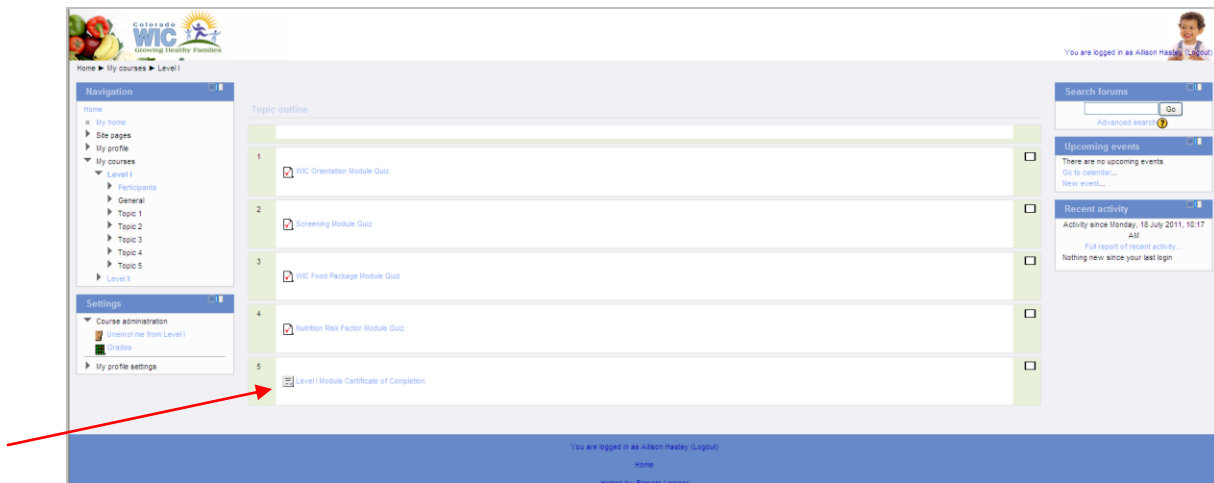
→ Click on ""Level __Module Certificate of Completion". (Note: if you are unable to access/see this listing, you did not receive an overall passing score on the courses.)
→ You will be taken to a page that allows you to download a certificate in a PDF format. Right click on "Get your certificate" and select "Open in new window". You will be prompted to open the PDF document.
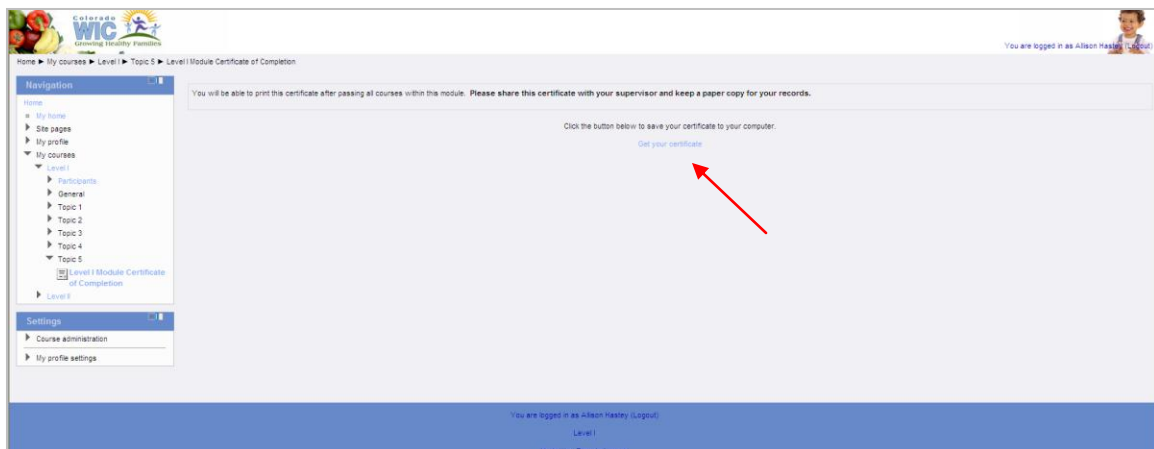
Please share this certificate with your supervisor and keep a paper copy for your records. The State Office will no longer be mailing certificates to local agency staff. The certificate generated from the online testing system will serve this purpose.

**If you are having trouble creating a new account or accessing a module test, please contact either
julie.griffith@state.co.us or allison.hastey@state.co.us.**